

Post OE Instructions

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Daily OE Processes

OE events in Entered Status will continue to be finalized on a nightly basis around 8pm through 11-19-21. Confirmation statements and confirmation statement emails will also be generated at that time.

Open Enrollment events will be open for agency entry through Friday, November 5th. If the employee submitted their OE elections, the OE event will be closed to agency entry, and you will need to create a ticket if any updates are needed.

All paper forms are available on the [DPM Employee Benefits Forms Page](#).

OE Tickets

If you need OE event re-opened, submit a ticket, indicate reason that OE must be re-opened and attach applicable applications/documentation with SSNs redacted. Central Benefits staff will do all needed entry on OE event.

Life Events

Agencies do NOT have to create a ticket due to life event or job changes that occur throughout the rest of the year. Central Benefits will be monitoring and updating OE elections as needed.

Multiple Jobs – Primary Flag

Agencies should still NOT move an employee's benefits flag. If you need the flag moved, create a ticket. Once all the OE events are closed around 11/6/21, you can move the flag without creating a ticket.

Notified Status, OOS and Quartz Community

Agency Management of Employees in Notified Status

- Agencies received a list of employees who were in Notified Status when eBenefits closed. These are employees who saved but did not SUBMIT their elections. Agencies can also run CEN_BN_OE_NOTIF_ELECT_YES to see their employees and the elections that were saved.
- Agencies should contact these employees and request paper applications for any elections that they want
- Once applications are received, agency should go to the OE event in Perform Election Entry, confirm the elections match the applications (update as needed) and submit the OE event. **The OE Event will be open for agency entry through Friday, November 5th.**

Current OOS Enrollees who Did Not Re-Enroll during OE

- Run OE_2022_EM_OOS_OEOP (OE event open) and OE_2022_EM_OOS_OECL (OE event closed) to identify 2020 OOS enrollees who did not enroll in OOS during Open Enrollment (some may also be on the Notified Query)
- Contact the employees for an application – applications will be accepted through Friday, November 5th.

Quartz Community Enrollees Who Need to Take Action

- All current Quartz Community enrollees must select a health plan, or they will not have coverage in 2022.
- Run OE_2022_QTZCO_REMAINING and continue to follow-up with these employees to ensure they've picked a new plan for 2022 (some may be on the Notified query).
- Please try to enter all Quartz Community enrollments on the OE event no later than 10/29/21 to ensure they are sent to ETF on the OE health interface file that will be sent on 11/3/21.

Late Application Instructions

This information does not apply to new hires who start after the OE period (10/23/21 or later). See the [Hires for the Remainder of Year](#) section.

Note: If an employee is still within their initial 30 days of hire, all OE applications should be accepted through the later of the dates listed below or the end of the initial 30-day enrollment window.

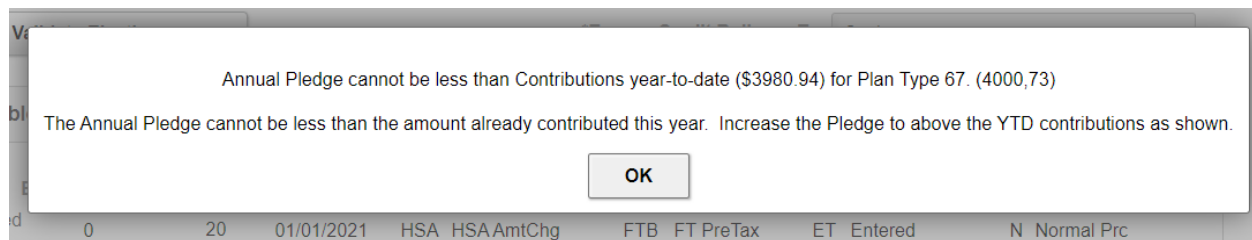
1. Supplemental Plans (Dental, Vision, Accident Plan)

- a. If a late application is received, the agency will determine if the reason for late enrollment is valid (ex. was out of office, family emergency, unexpected change...). "I forgot" is not a valid reason. Late applications should not be accepted if there is not a valid reason.
- b. **If agency determines late enrollment excuse if valid**
 - i. If OE event is still open, enter enrollment on OE event
 - ii. If OE event is closed, create a ticket and attach application (redact SSN information if applicable). Central Benefits will do the entry.
- a. **If agency determines late enrollment excuse is NOT valid....**
 - i. The Employer provides the Employee with notice of the late application, and instructions for requesting a review.
 - 1. The Employer's email must be sent encrypted. The subject line of the email should be "[SEND SECURE] Late Enrollment, Agency Name, Employee Name."
 - o The Employer will review and forward the request for review to ETF's Employer Services Section (ESS), **along with a cover memo outlining their actions to this point, and any circumstances they are aware of to support or refute the Employee's request.** Send email to ETFSMBSTARInsurance@etf.wi.gov
 - ii. ESS will review the request. If the circumstances fall outside the criterion outlined in ETF policy, ESS will forward the request to the Office of Strategic Health Policy (OSHP) for review.
 - iii. ETF will advise the Employee and Employer of a decision within 30 days. If a late enrollment or change is allowed, premiums will be adjusted back to January 1st
 - 1. Create a ticket to have Central Benefits enter the enrollment
- 2. Late Health Insurance Application
 - a. Health insurance applications will be accepted through October 29th.
 - i. If OE event is still open, enter enrollment on OE event
 - ii. If OE event is closed, create a ticket and attach application (redact SSN information if applicable). Central Benefits will do the entry.
 - b. Applications received after 10/29 must go through the normal appeals process:
 - c. See [Chapter 6 of the health manual](#) for full details
 - i. Employee can rescind coverage through the end of the year
 - ii. If a late health insurance application is received, follow the steps outlined in Section 604 of the health manual
 - iii. If the OE event is still open once the change is approved, enter it on the OE event
 - iv. If the OE event is closed once the change is approved, create a ticket and Central Benefits will do the entry. Attach all related documentation to the ticket – redact all SSN information
- 3. Late Healthcare/Limited Purpose FSA and Dependent Care FSA
 - a. **If election made during OE** but wants to change Annual Pledge

- i. Through November 18th (day before we send the OE file to Optum Financial), submit ticket and indicate new Annual Pledge Amount – Central Benefits will correct election on OE Event
 - ii. Once OE file sent to Optum Financial, must go through Appeal Process (see below)
 - iii. *NOTE: if employee enrolled in wrong plan (in LPFSA and not in HDHP or in HDHP and enrolled in regular FSA), create a ticket and Central Benefits will make the correction.*
- b. **If no election made during OE**, must go through the Appeal Process
 - i. All appeals must be received no later than 1-31-22
 - ii. **All appeals must be sent to the Central Benefits inbox** (DOACentralBenefits@wisconsin.gov). The appeals will be sent to Optum Financial on a weekly basis on Mondays
 - iii. The following documents must be included in the email to the Central Benefits inbox (redact SSN on forms):
 - 1. Email Subject Line = Late FSA Appeal Form = Empl Name and Empl ID
 - 2. [Late Enrollment Request Form](#)
 - 3. [ERA Enrollment Form](#)
 - 4. Written cover letter outlining pertinent facts or details of circumstances as to why you are submitting the late enrollment request
 - 5. Documentation that supports the cover letter
 - iv. If approved, Optum Financial will notify the employee and Central Benefits. Central Benefits will enter the election.
- 4. Late HSA or Parking/Transit ERA (or election change)
 - a. If OE event open, enter on OE event
 - b. **If OE event closed and it is prior to November 18th** (date OE file sent to Optum Financial), submit a ticket to have the election entered (or updated) on the OE event
 - c. Once OE file sent to Optum Financial (as of 11/18/21), create a 1-1-22 HSA or 1-1-22 COM event and enter the Annual Pledge.
- 5. Rescinding Healthcare/LPFSA elections
 - a. Employee must submit a [rescind form](#) to their payroll office no later than January 1, 2022.
 - b. Agency should submit a ticket so Central Benefits can waive coverage on the OE event and ensure the enrollment file sent to Optum is corrected.

Ongoing Impact of December C Pay Period & HSA/FSA Enrollments

If you enter an HSA or FSA enrollment outside of the OE event that is effective 1-1-22, you may receive an error message similar to this:



You should click **OK** and the event will go into Entered Status. This is caused by the December C pay period. Central Benefits receives a report of these error messages and will adjust the deduction begin date of these enrollments to 12-19-21 (12-1-21 for LEG).

Hires for the Remainder of the Year

Hires Through 12-1-21 (no access to OE event or within first 30 days during OE)

The following will apply to late pay period hires in PP21 (9/26 – 10/9) and PP22 (10/10 – 10/23), and all hires in PP23 (10/24 – 11/6), PP24 (11/7 – 11/20), and part of PP25 (11/21 – 12/4).

- Quartz Community Enrollments
 - If a new hire enrolls in Quartz Community and coverage is effective in 2021, they must also complete a [paper application](#) to enroll in a different plan for 2022.
 - Create a 1-1-22 ADM to enter the new plan and create a ticket to let Central Benefits know the reason for the ADM event.
 - Quartz Community will display as a health plan option through the end of the year. Central Benefits will be monitoring enrollments.
- Healthcare FSA, Dependent Care FSA
 - Remind employees that coverage they enter on HIR event is effective in 2021
 - If they want coverage for 2022, must complete a [paper application](#) within 30 days of hire (if no election made on OE event)
 - Create a ticket, attach application and Central Benefits will do entry on either OE or ADM (depends on timing of receipt of application)
- Parking/Transit
 - Remind employees that coverage they enter on HIR event is effective in 2021
 - If they want coverage for 2022, collect a [paper application](#) and create a 1-1-22 COM event and enter election
- HSA
 - If coverage is effective in 2021, remind employee that coverage they enter on HIR is effective in 2021

- They must complete a [paper application](#) for 2022 (if not entered on OE event)
 - If they have an OE event, enter on OE event
 - If no OE event, collect a paper application and create a 1-1-22 HSA event and enter election
- If coverage is effective in 2022, no additional action needed – HSA election will be entered on SHR event (or OE event if created for October hires)
- Supplemental Plans (Dental, Vision, Accident Plan)
 - **If hire date is after the end of OE (10/23/21 or later), they must enroll in any supplemental plans they want on their HIR event. They are not eligible to enroll on an OE event because they were hired after the end of OE.**
- Opt-Out Stipend – if eligible for the employer contribution in 2021, make sure the employee completes 2 [health insurance applications](#) opting out for both years – one for 2021 and one for 2022.
 - Use the SHR event (or OOS event if employee has prior service) to enter 2021 election and a 1-1-22 OOS for the 2022 election.

December 2 – December 31 Hires

- 2022 HSA/FSA limits display on HIR event in eBenefits
- Coverage effective 1-1-22 or later so 2022 premiums display on event
- Quartz Community will display as a health plan under Plan Type 1U and 10 on December hire events. Central Benefits will be monitoring enrollments to ensure these employees select a different plan.

Timeline

- **Oct 25th – Nov 5th** : OE event still open to agencies to enter paper apps (final date subject to change)
- **Oct 27th**: 1st OE health election file sent to ETF
- **Nov 3rd**: 2nd OE health elections file sent to ETF (updates since 10/27 file)
- **Nov 5th**: 12/24 – 1/1 SHR event open for entry
- **Nov 10th**: 3rd OE health elections file sent to ETF (updates since 11/3 file)
- **Nov 12th**: Last day to submit OE health elections to ETF (5pm)
- **Nov 19th**: 1st OE enrollment file to Optum Financial
- **Nov 30th**: list of OOS enrollees sent to ETF for validation
- **Dec 2nd**: OE file sent to DeltaVision
- **Dec 3rd**: 2nd OE enrollment file sent to Optum Financial
- **Dec 5th**: 1st day of 2021 PP26 (C pay period)

- **Dec 8th:** OE file sent to Delta Dental (includes Supplemental Dental, Preventive Dental)
- **Dec 19th:** 1st day of 2022 Pay Period 1
- **Dec 23rd:** Submit OE elections to Securian for Accident Plan
- **Jan 13th:** first check payable in 2022 & 1st premiums for 2022 taken
- **Early January**
 - Central Benefits will begin health compare with ETF's system
 - Re-send OOS list to ETF for validation (in case of changes)